



OKLAHOMA NATIONAL GUARD
JOINT FORCE HEADQUARTERS

3501 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398
(405) 228-5000 OR DSN 628-5000

OKTAG

1 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy on Workplace Threats and Violence

1. The safety and security of all Oklahoma National Guard (OKNG) employees (Federal Technicians, AGR, State personnel, ADSW or Manday personnel) is a high priority. Threats, threatening behavior or acts of violence against employees, visitors, guests or other individuals by anyone on OKNG property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest and/or prosecution.
2. Any person who makes substantial threats, exhibits threatening behavior or engages in violent acts on OKNG property shall be removed from the premises as quickly as safety permits and shall remain off OKNG premises pending the outcome of an investigation. The OKNG will initiate an appropriate response. The response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment and/or criminal prosecution of the person or persons involved.
3. No existing OKNG policy, practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.
4. All OKNG personnel are responsible for notifying the Workplace Threats and Violence Management Team of any threats, which they have witnessed, received or has been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on any agency controlled site or is connected to agency employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s), who were threatened or were the focus of the threatening behavior. A list of the Workplace Threat and Violence Management Team members is enclosed.

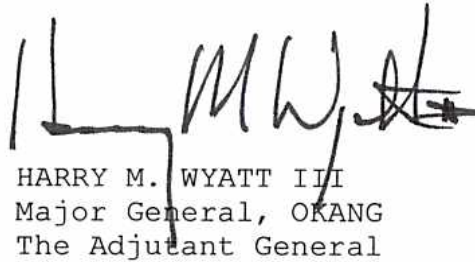
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5. The OKNG understands the sensitivity of the information requested when reporting a threat or violent act, so we have developed confidentiality procedures, which recognize and respect the privacy of the reporting employee(s).

6. The policy concerning Workplace Threats and Violence applies both on and off duty.

FOR THE COMMANDER IN CHIEF:



HARRY M. WYATT III
Major General, OKANG
The Adjutant General

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DISTRIBUTION:
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Oklahoma National Guard
Workplace Threats and Violence Team

State Equal Employment Manager (SEEM) (405) 228-5274 or DSN 628-5274	CW4 Ronald Petty
State Inspector General (OKIG) (405) 228-5269 or DSN 628-5269	COL George Coffelt
State Judge Advocate (OKJAG) (405) 228-5247 or DSN 628-5247	CPT Michael Mannes
State Safety Office (OKSAFE) (405) 228-5003 or DSN 628-5003	MAJ Joseph Merkle
HRO, Employee Services (OKHRO-ES) (405) 228-5527 or DSN 628-5527	1Lt. James Baxter
HRO, AGR Management (OKHRO-AGR) (405) 228-5249 or DSN 628-5249	LTC Kenneth Calhoun
HRO, Labor Relations (OKHRO-LR) (405) 228-5364 or DSN 628-5364	MAJ Cynthia Tinkham
Security (OKDCSSOPS-MS) (405) 228-5553 or DSN 628-5553	MSG Ronald Burkey
State Support Chaplain (405) 228-5178 or DSN 628-5178	CPT Brad Hanna
State Family Program Director (405) 228-5591 or DSN 628-5591	MAJ Shane Iverson
Executive Staff Support Officer (ESSO) (405) 228-5664 or DSN 628-5664	Lt. Col. Tracey Hale
Deputy Director, HRO (OKHRO-PM) (405) 228-5578 or DSN 628-5578	Lt. Col. Shirley Kyles
Executive Officer (OKCofS) (405) 228-5600 or DSN 628-5600	LTC Dedrick Hoskins

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